Personnel

CWO4 ESPINOZA

09/08/16

MORNING REPORT

-OUR TOOL FOR ACCOUNTABILITY

-SUBMIT BY 1000 EACH DAY TO THE PERSONNEL OFFICE VIA MOL.

-REVIEW YOUR MORNING REPORT FOR ACCURACY PRIOR
TO SUBMITTING TO THIS HEADQUARTERS.

**COMMON PROBLEMS*

-TIMELINESS TIMELINESS TIMELINESS

-JOINS/DROPS NOT ADDED OR SUBTRACTED

- REPORTING ON THE FRONT PAGE BUT NOT ANNOTATING
JUSTIFICATIONS.

HINT: THE EXECUTIVE OFFICER REVIEWS THIS REPORT DAILY

09/08/16

Intra-District Moves

Requirements in order to execute a move:

-12 months time on station,

-12 months remaining on recruiting duty upon reporting to new PDS, and

-12 months obligated service remaining on current contract

For Marines not meeting the above requirement, they will have to submit their AA Form requesting a waiver. Please submit request in a timely manner due to request will go to ERR and MCRC also. It will depend on the waiver.

Also, submit request in a TIMELY MANNER. Please do not submit in December to move in December. Allow at least 4 to 6 weeks for processing especially for 8412's.

09/08/16

GTCCP Delinquencies

(as of 26 May Billing Cycle)

6th District's overall delinquency rate is 2.67%

OUTSTANDING!! KEEP IT UP

The DOD Goal is no more than 4% delinquency.

***The key is to have the bill paid before it reaches the 45 day mark.**

Keep in mind, the bill needs to be paid by the 20th of the month in order for it not to hit the delinquency report.

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PERSONNEL ISSUES

CAREER PLANNING

We are experiencing numerous problems with Marines submitting RELM request late. The late submissions are causing PAY PROBLEMS for the Marine. Work with your Admin Chiefs and SgtsMaj to ensure Marines are having the required time to accomplish physical/dental examinations for submission of RELMS.

NOTE: Marines can request reenlistment no more than 12 months out from EAS/ECC. If in receipt of PCSO, request can be submitted more than 12 months.

SRB/OQR

AUDITS, AUDITS, AUDITS! Please ensure Join/45 day Audits are being conducted timely and adequately. A new CO'S Policy Letter on Administrative Procedures was sent out to all the RS's last month. Please ensure your RS adheres to the changes.

Unit diary

TIMELINESS!!! 5 working days from the day of action to report via UD.

MY PAY AND MARINE ONLINE – PLEASE MAKE SURE ALL OF YOUR MARINES HAVE ACCESS TO THESE WEB SITES. THEY OFFER OUTSTANDING ADMINISTRATIVE SUPPORT WITHOUT GOING THROUGH THE ADMIN OFFICE.

***NOTE: IN THE VERY NEAR FUTURE, PCSO WILL BE SENT TO THE**

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QUESTIONS ?

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